

EXHIBIT M

Date: 5/11/95
To: Robert Wingo
From: Scot Orsic
Re: Work performance

It has been brought to my attention that your work performance in the receiving area has been and continues to be less than acceptable. Specifically you have had discussions with William Orpet, Paul Muehfelt, and Theresa Grata about the following:

1. Excessive conversations with Drivers.
2. Continuously leaving the work area.
3. Inability to stay focused on the tasks of the receiving dock.
4. Reading Newspapers at your work station.
5. Returning late from breaks.
6. Failure to complete assigned tasks in a timely fashion.

Items 1 through 5 would be considered class A minor work rule violations. Item 6 is considered to be a class B work rule violation which follows a three step rule. Please consider this letter as the first step, a written letter of warning. **Continued failure** to complete assigned tasks will result in a **three day suspension** and ultimately **termination**.

Attached you will find general guidelines outlining your responsibilities at the receiving dock. As management sees fit these guidelines may change. When and if this occurs we will notify you in writing. If it is necessary for you to leave your work station in the future please notify either William Orpet, Theresa Grata, Mike Burke, or the acting Foreman. If you feel you have a conflict of priorities and cannot complete the tasks assigned to you prior to the end of your shift or in the time frame allowed, you should contact your immediate supervisor or acting Foreman in her/his absence, and explain your situation.

If you feel that you cannot effectively function in the receiving area please advise me, and I will make every attempt to find another position in which you can perform adequately.

cc: Jon Goreham
Pete LaRocco
Bob Hines
Bob Riley
✓ File

I've seen this, but not in total agreement. RW

Wingo EXHIBIT *8*
J.H.D. *5-19-08* *lee*

EMPLOYEE REPORT FORMDATE 1/29/99NAME R. WingoSHIFT 1ST

COMMENTS SUSPENSION FOR LACK OF PRODUCTION.
BOB PULLED AND PACKED ONLY 4 CUSHPACK
ORDERS AND 1 SHEET ORDER (ALREADY IN BOX) FROM
8:00 AM TO 2:30 PM. ^{ON 1/29/99} BOB HAS BEEN TOLD REPEATEDLY
THE NEED TO IMPROVE PRODUCTION AND WAS HELPED
THROUGHOUT THE DAY BY S. ORSIC, M. DEMIEN, H. PARKER,
AND MYSELF. BOB HAS A LONG HISTORY OF WASTING TIME,
BEING AWAY FROM HIS WORK STATION, AND LACK OF PRODUCTION.

EMPLOYEE'S STATEMENT: IF NO IMPROVEMENT, FURTHER DISCIPLINARY
 ACTION UP TO AND INCLUDING TERMINATION WILL RESULT.

☐ I AGREE WITH
STATEMENT

☒ I DISAGREE WITH
STATEMENT

Bob Wingo

RULE VIOLATION _____

☐ ORAL WARNING

☒ SUSPENSION 1 DAYS

☐ WRITTEN WARNING

☐ DISCHARGE

Bob Wingo

EMPLOYEE SIGNATURE

Landy E. Hunt

SUPERVISOR SIGNATURE

Bob Wingo

STEWARDS SIGNATURE

FOR I.D.

EXHIBIT 2Wingo
5-19-08

COPPER AND BRASS SALES, INC.
CHICAGO BRANCH

DATE: 5/28/99

MEMO TO: R. WINGO

SUBJECT: Letter of Counsel Reference

This letter of counsel is to inform you that:

NEED TO IMPROVE YOUR FOLLOWING OF
THE CORPORATE PACKING AND PKIO
PROCEDURES. YOU HAVE BEEN TRAINED
AND RE-TRAINED.

200 ORDERS a week - I'm not PERFECT.
R.

Further incidents of this nature may result in disciplinary action up to and possibly including discharge.

Randy E. Hunt
Management

Robert Wingo
Employee

Witness

Copy: File
Employee

Wingo EXHIBIT 9
FOR I.D. 5-19-08 IEEC

EMPLOYEE REPORT FORMDATE 6/15/99NAME R. WINGOSHIFT 1st

COMMENTS VERBAL WARNING FOR REPETITIVE ERRORS
IN PROPERLY FILLING WORK ORDERS, ADMINISTRATIVE
OR OTHERWISE. BOB HAS BEEN TRAINED AND RE-TRAINED
ON "PK-10" KEY PUNCHING, GIVEN A LETTER OF COUNSEL,
AND HE CONTINUES TO MAKE ERRORS. THE "ERRORS"
MADE WHEN "PK-10"ING WORKORDER 436483 COULD
BE CONSIDERED FALSIFYING COMPANY RECORDS. BOB MUST
TAKE THIS WARNING SERIOUSLY AND PAY ATTENTION TO HIS JOB,
 EMPLOYEE'S STATEMENT: OR THE NEXT OFFENSE WILL BE A WRITTEN
WARNING OR WORSE.

☐ I AGREE WITH
STATEMENT

☒ I DISAGREE WITH
STATEMENT

I admit mistake, but scale was not
WORKING FOR 2 months, weight should have
been stamped & maybe prevented, with properly
WORKING SCALE. 2ND MISTAKE IN 6 months.

 RULE VIOLATION CATEGORY "A"
☒ ORAL WARNING

☐ SUSPENSION _____ DAYS

☐ WRITTEN WARNING

☐ DISCHARGE

Robert Wingo

EMPLOYEE SIGNATURE

Gandy E. Smith

SUPERVISOR SIGNATURE

Wingo EXHIBIT 10
 FOR I.D. 5-19-08
[Signature]

STEWARDS SIGNATURE

EMPLOYEE REPORT FORMDATE 7/16/99NAME BOB WINGOSHIFT 1

COMMENTS AT 8:05AM BOB WAS HEADED FOR THE BATHROOM. I YELLED HIS NAME FROM 25' BUT HE DID NOT STOP. AT 8:10 I NOTIFIED RANDY LUNT OF THE SITUATION. AT 8:25 BOB FINALLY EMERGED FROM THE BATH ROOM. HE LOOKED AT BOTH ME AND HIS PARTNER, TURNED AND WALKED AWAY. AT 8:30 I FOUND HIM TALKING TO RANDY LUNT. HIS EFFORTS AT WASTING TIME COST THE COMPANY MONEY AND WILL NOT BE TOLERATED. IF I FIND FURTHER EVIDENCE I WILL FORCE BOB TO GET APPROVAL FROM A SUPERVISOR EVERY

EMPLOYEE'S STATEMENT: TIME HE WISHES TO USE THE RESTROOM

☐

I AGREE WITH STATEMENT



I DISAGREE WITH STATEMENT

RULE VIOLATION SLOWING DOWN PRODUCTIVITY☐

ORAL WARNING

SUSPENSION 1 DAYS☐

WRITTEN WARNING

☐

DISCHARGE

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE



STEWARD SIGNATURE

OR I.D.

EXHIBIT

3

5-19-08 1600

EMPLOYEE REPORT FORMDATE Jan. 10 2008NAME Robert WingoSHIFT 1st

COMMENTS Bob has been "asked" repeatedly by the plant manager and myself to pack and PK 10 one order at a time. Bob has a history of placing the wrong shipping label on a completed work order. Ref w.o. 410341 attached. Since Bob has been unable to comply he could face a ~~one day suspension~~ on the next occurrence

EMPLOYEE'S STATEMENT:

I AGREE WITH
STATEMENTI DISAGREE WITH
STATEMENT

RULE VIOLATION

"B" Failure to perform task as directed by management - repetitive order filling errors



ORAL WARNING



SUSPENSION _____ DAYS



WRITTEN WARNING



DISCHARGE

deletedBob Wingo

EMPLOYEE SIGNATURE

James Dunne

SUPERVISOR SIGNATURE

EXHIBIT 11OR I.D. Wingo5-19-08

STEWARD SIGNATURE

White - Office Copy

Pink - Supervisor Copy

Blue - Employee

Canary - Union Copy

Changed to verbal - oral per union request

TO: TOBO TOOL AND STAMPING

SHIP TO: TOBO TOOL AND STAMPING
19422 NOTTINGHAM ROAD
CLEVELAND OH 44110

WORK ORDER: 493068

ORDER DATE: 01/05/01

DELIVERY DATE: 01/08/01

ORD: DEL

CREDIT MEMO

SHIP BRANCH: 04-CHI

SELL BRANCH: 03-CLE

WORK ORDER: 493068

TOBO TOOL AND STAMPING
19422 NOTTINGHAM ROAD
CLEVELAND OH 44110

**THYSSEN**
COPPER AND BRASS SALES
AIN PLASTICS


5755 GRANT AVENUE
CLEVELAND OH 44105-5635

Customer P.O. Number: 3332	Territory: 15	Entry ID:
Jyer: FRANK GRISEZ	Inside Sales: 03TJV THOMAS J. VENTURA	
Jyer Telephone: (216) 531-0006	Inside Sales Telephone: (216) 883-8100 243	
Ship Via: POOL-TO 04-CHI	Shipping Status: COMPLETE X	Partial: CANCEL
Customer: OUR TRUCK PICK-UP	Freight Status: PPD	FOB:

CREDIT MEMO
CREDIT MEMO
CREDIT MEMO

PART DESCRIPTION: 063716-5
6061-T6 FLAT ALUMINUM SHEET
.160 X 48 X 144
RETURN MATERIAL CREDIT FOR ORIGINAL
ORDER 410341 SHIPPED ON 12/13/00
SHEAR 2.875" (+-.032) X 72" (+-.032)
TEST RESULTS ATTN TO: QA DEPARTMENT.

CUSTOMER SIGNATURE:		DATE:
QUANTITY	ORDERED	SHIPPED
INVENTORY	107.00 - LB	14# 0.00
BILLING	34.00 - PC	18# 0.00
WAREHOUSE		

ORIG WO NUM 410341 SHIP DATE 12/13/00
Product Code: 0102

PACKED WITH OTHER GOODS										
FINISHED GOODS LOCATION										
FULL	SCRAP	FILLED BY: LJA 1/9/01	Q/A AUDIT							
CUSTOMER RECEIVING HOURS			MAXIMUM SKID WEIGHT							
LOADING INSTRUCTIONS			MAXIMUM BUNDLE WEIGHT							
BOXES	BARs	CASEs	CUSHP	PKGS	SKIDS	BDLS	TUBES	CTNS	FLAT	COILS
				1						

SPECIAL INSTRUCTIONS: WRONG PKG TAGGED SENT 2024 PLATE 1 1/2 X 6 1/2 X 14 3/8

TJV

PACKED BY WINGO!!

INSPECTION RECORD																				
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BRANCH RESP: 4

DEPT RESP: 4

ERROR CODE: 12

MILL CLAIM: FREIGHT CLAIM:

RETURN TO STOCK:

SCRAP: 14# BY: CUST CBS

Wingo EXHIBIT 13
OR I.D. 5-19-08 / REC

Feb. 12 2001

To: Bob Wingo
From: Jim Dunne
c.c. Pete Larocco, Greg Townes
Subject: packaging errors

This memo is to serve as written warning for repetitive packaging errors. On work orders 415074 and 415168 the customer received the wrong material. It appears that Bob placed the wrong shipping label on the packed items. Two customers received the wrong material. In the past Bob has been trained and counseled by me to pack and label one skid at a time. This is done to avoid any confusion when it is time to attach the shipping label to the packed item. After speaking with our branch quality representative Paul Williams, Bob is currently the only warehouseman who is having trouble with this task.

On work order 412278 the machine operator made the first error using two part numbers to fill this order. One of the part numbers is the wrong gauge. It resulted in the customer receiving two different gauges of material. This mistake must be caught at the packing station. The pk10 process will not allow the wrong part number to be entered into the computer. The packer had to realize this as they attempted to enter the data. At the bare minimum Bob did not follow packing procedures. If he had, he would have realized that the machine operator made a mistake, and addressed the issue with management. *- I DON'T BELIEVE I PK-10'D THIS ORDER, I WOULD HAVE CAUGHT THE ERROR!*

On work order 414421 the operator used the wrong part number to fill the order, the first mistake. When it was time to pack, again as with work order 412278, the packer, Bob, should have caught the mistake because the computer will refuse the data. But Bob pk10 the order anyway. He had to avoid using the tag id and the traceability boxes in the pk10 process, further evidence of Bob's disregard for procedures. *AGAIN, I DON'T BELIEVE I PK-10'D THESE ORDER*

Bob Wingo is a senior employee and needs to pay closer attention to the details of packing. Since I had given Mr. Wingo a written-verbal warning last month, he has not made the necessary adjustments to show improvement. Bob needs to consider this memo his final warning before facing suspension for future mistakes. It is the goal of management to properly train all employees and provide coaching in the fulfillment of their job descriptions. I will offer any kind of additional training for Bob in an attempt to curb these packing errors.

I THINK THE SYSTEM IS CAUSING SOME OF THESE ERRORS. THIS JOB PACKING USED TO BE A 2-MAN OPERATION. NOW IT'S A ONE-MAN OPERATION, WITH A HURRY UP MENTALITY. THIS I BELIEVE LEADS TO MORE ERRORS. WITH A 2-MAN OPERATION WE COULD REDUCE ERRORS (LES RUS)

COPPER AND BRASS SALES, INC.
CHICAGO BRANCH

DATE:

11-7-01MEMO TO: Robert G. Wingo

SUBJECT: Letter of Counsel Reference

This letter of counsel is to inform you that:

You are not wearing safety glasses as
provided by the company. Management has
repeatedly asked and instructed you to wear
safety glasses. It is a violation of our
published work rules to not wear eye protection.

This memo is intended to raise
awareness of your responsibility as an
employee.

Further incidents of this nature may result in disciplinary action up to and possibly including discharge.

James M. Dunne
Management

Bob Wingo
Employee

Witness

Copy: File
Employee

Wingo EXHIBIT 14
O.R.I.D. 05-19-08 / EEC

EMPLOYEE REPORT FORMDATE 10-01-02NAME Bob WingoSHIFT 1st

COMMENTS

repetitive errors in filling out
 Production sheet. Poor accountability on
 sheet. Bob is a senior warehouseman
 and needs accurate records of his daily
 tasks and production

EMPLOYEE'S STATEMENT:☒ I AGREE WITH
STATEMENT☐ I DISAGREE WITH
STATEMENT

DID NOT PUT 487 PREFIX ON
 1 WORK ORDER. (586)

RULE VIOLATION Class "A" Repetitive error in production sheet.☒ ORAL WARNING☐ SUSPENSION _____ DAYS☐ WRITTEN WARNING☐ DISCHARGEBob Wingo

EMPLOYEE SIGNATURE

James M. Dunne

SUPERVISOR SIGNATURE

EXHIBIT 15O.R.I.D. Wingo 5-19-08 1 FEB

STEWART SIGNATURE

EMPLOYEE REPORT FORMDATE Sept. 12NAME Robert WingoSHIFT 1st

COMMENTS Reference Work order 400753, a pickup order that Bob tagged for the Dayton branch. It inconvenienced the customer, who paid C.O.D. for the order, then had to wait 48 hrs for it to be returned to the Chicago branch. The customer was very angry and caused a lot of stress in the sales office. Bob also wrote with a marker "Pool to Dayton" showing

EMPLOYEE'S STATEMENT: that it was a very careless mistake,

☐ I AGREE WITH STATEMENT

☐ I DISAGREE WITH STATEMENT

RULE VIOLATION "A" Repetitive errors in Filling work orders

☒ ORAL WARNING

☐ SUSPENSION _____ DAYS

☐ WRITTEN WARNING

☐ DISCHARGE

Bob Wingo

EMPLOYEE SIGNATURE

James Dunne

SUPERVISOR SIGNATURE

Wingo EXHIBIT 25
 OR I.D. 5-19-08 / EEC

STEWARD SIGNATURE

White - Office Copy

Pink - Supervisor Copy

Blue - Employee

Canary - Union Copy

EMPLOYEE REPORT FORM

9/22/03

DATE ~~4/22/2003~~NAME ROBERT WINGOSHIFT 1STCOMMENTS PERPETITIVE WORK ORDER ERRORS.ROBERT HAS A HABIT OF TAKING SHORT CUTS
WHEN PACKAGING ORDERS AND IN THE PAST
HAS SWITCHED SHIPPING LABELS ON PACKAGES.ROBERT'S LATEST ERROR RESULTED IN TWO CUSTOMERS
RECEIVING THE OTHERS MATERIAL. WORK ORDERS
INVOLVED WERE AG 7228 AND AG 7254. NEXT
VIOLATION WILL RESULT IN A 3 DAY SUSPENSION.
EMPLOYEE'S STATEMENT:☐ I AGREE WITH
STATEMENT☐ I DISAGREE WITH
STATEMENT1ST ERROR IN 5 YEARS SORRY, WILL WATCH
CLOSER.

RULE VIOLATION _____

☐ ORAL WARNING☐ SUSPENSION _____ DAYS☒ WRITTEN WARNING☐ DISCHARGERobert Wingo

EMPLOYEE SIGNATURE

Landy E Hunt

SUPERVISOR SIGNATURE

Wingo EXHIBIT 20
FOR I.D. 5-19-08 1/22/03[Signature]
STEWARD SIGNATURE

EMPLOYEE REPORT FORMDATE 9/22/04NAME ROBERT WINGOSHIFT 1ST

COMMENTS 2 DIFFERENT WORK ORDERS WERE PACKED + LABELED INCORRECTLY. WO 4M4472 WAS LABELED AS WO 4M4362 WHILE THE MATERIAL FOR WO 4M4362 WAS LABELLED AS WO 4M4472 RESULTING IN 2 CREDITS, 1 FOR EACH CUSTOMER. ANOTHER VIOLATION WITHIN THE NEXT 90 DAYS WILL RESULT IN FURTHER ACTION OF A 3 DAY SUSPENSION FOR INCORRECTLY FILLING WORK ORDERS.

EMPLOYEE'S STATEMENT:

☐ I AGREE WITH STATEMENT☒ I DISAGREE WITH STATEMENT

I disagree with punishment of 3 DAYS ~~WORK ORDER~~ suspension FOR NEXT MISTAKE I DO 100-150 WO's + per week. 99% correct. THIS SEEMS A LITTLE ROUGH considering amount of WO's completed correctly. 2 MISTAKES PER THOUSANDS OF WO's

RULE VIOLATION REPETITIVE ERRORS IN WORK ORDER FILLING. (CATEGORY A)

☐ ORAL WARNING☐ SUSPENSION _____ DAYS☒ WRITTEN WARNING☐ DISCHARGE

EMPLOYEE REFUSED TO SIGN 9/22/04
EMPLOYEE REFUSED UNION REPRESENTATION

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

EXHIBIT

FOR I.D. 5-19-08 / FCC

STEWARD SIGNATURE

EMPLOYEE REPORT FORMDATE 5/11/05NAME ROBERT WINGOSHIFT 1ST

COMMENTS VERBAL WARNING FOR EXCESSIVE/REPETITIVE
WORK ORDER ERRORS. I TALKED WITH BOB
ABOUT THE PROPER FILLING OF WORK ORDERS
ON 4/26/05. BOB INCORRECTLY KEY PUNCHED
ANOTHER WORK ORDER (4R3273). ATTACHED

EMPLOYEE'S STATEMENT:
☐ I AGREE WITH
STATEMENT

☒ I DISAGREE WITH
STATEMENT

75 WHO'S A WEEK, SORRY BUT I
will make some mistakes.

RULE VIOLATION
☒ ORAL WARNING

☐ SUSPENSION _____ DAYS

☐ WRITTEN WARNING

☐ DISCHARGE

EMPLOYEE REFUSED TO SIGN
 EMPLOYEE SIGNATURE

Gandy E. Smith
 SUPERVISOR SIGNATURE

Wingo EXHIBIT 22
 I.R.D. 5-19-08 IEC

[Signature]
 STEWARD SIGNATURE

EMPLOYEE REPORT FORMDate 12/1/05

Name

ROBERT WINGO

Shift

1ST

Comments

BOB WAS ASSIGNED TO THE PVC MACHINE AT 11:30AM.
BETWEEN 11:30AM AND 1:00PM AT AN ALREADY SET UP MACHINE,
BOB COMPLETED A TOTAL OF 13 SACS. PVC'D. THIS IS
AN UNACCEPTABLE PRODUCTION RATE. DURING THIS TIME,
BOB WAS OBSERVED TALKING, LOITERING AND ALSO ABSENT
FROM THIS ASSIGNED POSITION FOR AT LEAST 15 MINUTES.

Employees Statement:

☐ I agree with statement☒ I disagree with statement

LEFT AREA TO WARM UP - TWO
BAY DOORS WERE OPEN & WIND WAS
BLOWING COLD AIR IN.

ALSO, WAS DOING 100 LBS / SHEET ORDER.
SHEETS WERE HEAVY.

Rule Violation

CATEGORY B 1ST OFFENSE - SLOWING DOWN
PRODUCTION

☐ Oral Warning☐ Suspension ☐ Days☒ Written Warning☐ Discharge

Employee Signature

*EMPLOYEE REFUSED TO SIGN.

Supervisor Signature

Steward Signature

Wingo EXHIBIT 23
 FOR I.D. 5-19-08 / EEC

EMPLOYEE REPORT FORMDATE 3/28/06NAME BOB WINGOSHIFT 1ST SHIFT

COMMENTS I (MARK DEMIEN) OBSERVED BOB W. JUST AFTER 8AM ON 3/27/06 WALKING OUT OF THE BUILDING WITH 6 PCS. OF 15"X20" CUT MASONITE PACKED UP, WITHOUT MANAGEMENT APPROVAL. AFTER 8:00AM BREAK WAS FINISHED, BOB WINGO WAS ASKED TO RETURN THE MASONITE. THIS WAS NOT INITIALLY DONE. IN THE PRESENCE OF PETE LAROCO, BOB W. WAS ASKED TO RETURN THE MASONITE WHICH HE PROMPTLY DID.

ALTHOUGH INITIALLY COULD BE CATEGORY D VIOLATION, MANAGEMENT REDUCED TO CATEGORY B - FAILURE TO PERFORM TASK IN A TIMELY MANNER. FURTHER ACTS OF THIS KIND WILL RESULT IN FURTHER DISCIPLINARY ACTION WHICH COULD INCLUDE TERMINATION.

☐ I AGREE WITH STATEMENT

☒ I DISAGREE WITH STATEMENT

RULE VIOLATION CATEGORY B - FAILURE TO PERFORM TASK - NOT REQUESTING PERMISSION.

☐ ORAL WARNING

☐ SUSPENSION _____ DAYS

☒ WRITTEN WARNING

☐ DISCHARGE

Bob Wingo
EMPLOYEE SIGNATURE

Mark A. Demien
SUPERVISOR SIGNATURE

Wingo EXHIBIT 24
OR I.D. 5-19-08/ETC

[Signature]
STEWARD SIGNATURE